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16 Jul 62

OFFICE OF PERSONNEL MEMORANDUM NO. 20-

SUBJECT : Assignment of Personnel to the CIA Standby Reserve

25X1A

REFERENCE:  CIA Civilian Standby Reserve

1. GENERAL

This memorandum establishes procedures for the initial assignment of former employees to the CIA Civilian Standby Reserve and prescribes responsibilities for the administration of this reserve.

2. RESPONSIBILITIES

The Chief, Mobilization and Military Personnel Division has the primary responsibility for the administration of the Civilian Standby Reserve Program. This responsibility includes, but is not limited to:

- a. maintaining lists of personnel nominated for the Standby Reserve,
- b. obtaining clearances from the Office of Security on proposed members,
- c. contacting prospective members,
- d. maintaining annual follow-up action to assure that members are still available and qualified, and
- e. maintaining up to date records of current members.

3. PROCEDURES

- a. Periodically the Mobilization and Military Personnel Division will forward to the Personnel Security Division, Office of Security lists of former employees who have been nominated for the Civilian Standby Reserve for clearance to contact.

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- b. Upon receipt of clearances from Personnel Security Division, the personnel folders of all those cleared will be screened to ascertain the last forwarding address, job title, GS rating and reason for leaving.
- c. Periodically MMPD will forward by registered mail - return receipt requested - to the last known forwarding address of cleared nominees an invitation to become a member of the Standby Reserve (Exhibit A). A non-Agency revealing letterhead will be used.
- d. Thereafter on the same type letterhead Standby Reservists (not being utilized as contract agents) will be contacted annually by MMPD by regular mail to determine continued availability (Exhibit B).
- e. Data on Standby Reservists will be maintained on 3" by 5" cards and cross indexed alphabetically and by former office until such time as names and pertinent information can be placed in the machine records system.
- f. At such time as the Standby Reserve is integrated into the machine records system rosters will be furnished periodically to pertinent offices throughout the Agency to permit maximum use of former employees as contract agents. The records of those placed under contract will be annotated in such manner as to insure against periodic contact on a routine basis.

Shouldn't we provide protection before 1st invitation?

Policy objection?

P

Emmett D. Echols